



## **Board of Library Trustees**

**Gladys E. Kelly Public Library, 2 Lake Street, Webster, MA**

**Minutes for Thursday, May 9, 2024**

### **In Attendance**

In Attendance Rena Klebart, Board Chair, Rich Franas, Vice Chair, Jeanne Mikkels, Secretary, Sue Buehler, and Susan Veshi. Also in attendance Sondra Murphy, Library Director, and Evan Hale, Assistant Director and Clerk. Martina Koziak, Treasurer arrived at 5:42PM.

### **Meeting Called to Order**

Meeting called to order at 5:31PM.

Jeanne Mikkels was reelected on May 6<sup>th</sup>, and Susan Veshi is a newly elected trustee.

### **Election of Officers**

Rena entertained motions for the office of board chair. Jeanne nominated Rich Franas; Sue seconded. Motion passed unanimously. Rich entertains motions for Vice-Chair. Jeanne nominated Rena Klebart; Sue seconded. Motion passed unanimously. Sue Buehler moved that Jeanne and Martina be reelected for secretary and treasurer, respectively. Susan Veshi seconded. Motion passed unanimously.

### **Approval of Minutes**

Approval of Minutes was tabled until next month's meeting.

### **Reports**

#### Trustees' Report from the Director

Sondra gave some updates regarding the donor appreciation breakfast; it went well and almost everyone invited came. Sondra had a conversation with Sam Pappas and he advised her to apply to the bankHometown "Giving Tree" donation program for "The Nest." She also applied to the United Way for a Saturday Program Series for families. She highlighted the "Summer Eats" program coming up, which is expanding to four days per week. The program offers a free lunch to people 18 and under. Evan provided updates on technology, including a breakthrough with the streaming box, and a technology recycling event that the town is doing. He also highlighted the substantial increase in attendees for FY24, both to the Library generally, and to programs specifically.

#### Warrants and Financial Update

Martina gave an update on Library financial data, and spoke about the upcoming Prudent Investment Rule that will be up for a vote at next week's town meeting. Trust Funds could potentially be reinvested if the vote passes.



## Friends Update

Sue Buehler presented an update on the Friends' activities. There was a meeting on April 18<sup>th</sup> focused on finances and budgeting. Sondra's proposed budget was 100% funded. The Library Garden Committee is moving forward, the committee prepared the garden last week.

## **Unfinished Business**

### FY 2025 Budget Update (Materials Line Item)

Sondra spoke about the Materials budget needing to increase more next year to accommodate the state-required expenditures for the Materials budget year over year. This year we will have to use funds of our own to meet the requirements. Sondra recommends using the Manzi Trust to purchase additional materials next fiscal year. Martina moved to supplement the budget to cover the shortfall in the materials line item, up to \$8,000, and not to exceed the balance in the trust; Jeanne seconded. Motion passed unanimously.

### 2024 Grants Update bankHometown, United Way

No further discussion needed.

### Revolving Fund Update

Sondra spoke about the revolving fund vote for the Town Meeting Warrant regarding our Printing Budget. Any funds collected from the Small Business Incubator will go into this fund to purchase supplies for printing.

### Community Room Tables

Sondra reviewed the updated quote received for new tables and pointed out the installation fee also includes shipping. Martina moved to accept the quote from KI to purchase the tables using the Library Building Renovation Fund; Rich seconded. Motion passed unanimously.

### Interior Space Design

No further discussion needed.

### Community Garden and Landscaping

Sondra announced the Garden's name has been updated to the "Library Garden." Sondra has received approval to use \$1,500 in the town's "Curaleaf" funds to do work on the Library Garden and the Lake Street beds. She also purchased two Corten Steel flower beds to put on the Library patio.

## **New Business**

### Materials Budget (Manzi Funds)

Sondra and Evan gave a brief update regarding using Manzi Funds to purchase Children's Books for the remainder of the fiscal year. Discussion tabled until next month.



### Warrant Article: Prudent Investment

No further discussion needed.

### Community Spaces (Retirement Advisors)

Sondra spoke about an informative workshop that is being held in the Community Room hosted by Retirement Advisors and whether they are in breach of our Community Room Policy. The trustees have decided that the vendor should make a disclaimer that their services are educational and have no pressure to spend money. Furthermore, the image and name of the Library must be removed from their advertisements; only the address is to be used. The Community Spaces Policy will also be re-evaluated at next month's meeting.

### New Position: Information Services Assistant

Sondra shared the job description for the new Information Services Assistant position. She highlighted a few of the job duties that differentiate this position from regular Library Assistants. This job will be posted in June and hired in July.

### Library Closure for June 6<sup>th</sup>

Sondra would like to close the Library early at 5PM on Thursday, June 6<sup>th</sup> to accommodate set up for the "One Book, One Community" event. Rena moved to close the Library at 5PM on Thursday June 6<sup>th</sup> to accommodate the event. Sue seconded. Motion passed unanimously.

### **Adjournment**

Rich moved to adjourn; Sue Buehler seconded. Motion passed unanimously. Meeting adjourned at 7:01PM.

Respectfully submitted,

*Jeanne Mikels*, Secretary

*Evan Hale*, Clerk

### **Exhibits** (to be posted on the Library Website)

Director's Report  
Financial Reports

Minutes Approved: June 13, 2024